



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCBul 4420
LPC-2

FEB 07 2011

MARINE CORPS BULLETIN 4420

From: Commandant of the Marine Corps
To: Distribution List

Subj: SUPPLY CHAIN INTEGRATION: DEPARTMENT OF DEFENSE ACTIVITY ADDRESS
DIRECTORY (DODAAD) MANAGEMENT

Ref: (a) DOD Directive 4140.1, "Supply Chain Materiel Management Policy,"
April 22, 2004
(b) DOD 4140.1-R, "DOD Supply Chain Materiel Management Regulation,"
May 23, 2003
(c) DOD 4000.25-6-M, "Department of Defense Activity Address
Directory," date varies
(d) DOD 4000.25-1-M, "Military Standard Requisitioning and Issue
Procedures (MILSTRIP)," April 28, 2004
(e) DOD 4000.25-M, "Defense Logistics Management System," March 1, 2003
(f) MCO 4420.4H
(g) DOD 4000.25-7-M, "Military Standard Billing System," May 15, 2007
(h) DODFMR 7000.14-R, "Department of Defense Financial Management
Regulations (FMRs)," date varies
(i) DTR 4500.9-R, "Defense Transportation Regulation (DTR)," November
2004
(j) DLMSO Memo, "ADC 226, Revision of MILSTRIP, MILSBILLS, and DLMS to
add DODAAC Authority Code edits Supply/Finance/MILSTRIP/MILSBILLS/
DODAAD), March 1, 2007 (NOTAL)
(k) NAVSO P-1000-2-5, "Navy Comptroller Manual, Unit Identification
Codes," 2009
(l) UM 4400-124
(m) Marine Corps Manual
(n) MCO P4400.150E
(o) OSD, Dir DPAP Memo, "Implementation of the Department of Defense
(DOD) Trading Partner Number (TPN) for Intra-governmental
Transactions," October 14, 2003
(p) CMC White Letter No. 05-04
(q) MCO 7300.21A
(r) MCO 7301R.65
(s) SECNAVINST 7000.27A
(t) MCO 3900.15B
(u) MCO 5311.1D
(v) SECNAV M5210.1
(w) MCO 5200.24D

Encl: (1) Criteria for Assigning Requisition Authority to Marine Corps
DODAACs
(2) Marine Corps DODAAC Request, NAVMC 11718

1. Purpose. This Bulletin provides policy for the management of the Marine Corps portion of the Department of Defense Activity Address Directory (DODAAD), per references (a) through (v). This Bulletin further directs all

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Marine Corps commands and activities to review and validate respective DODAACs, as outlined in paragraphs 3.b. Concept of Operations and 3.c. Tasks of this Bulletin, to ensure accounts are accurately represented within the DODAAD.

2. Background

a. DODAAD. The DODAAD is an interactive database table used by the military Services, by federal and civil agencies, and (by agreement) the General Services Administration (GSA) to identify commands/activities for business process purposes. It is managed by the Defense Logistics Agency Transaction Services (DLA TS) (formerly known as the Defense Automatic Addressing System Center (DAASC)). Policy governing the DODAAD is published by the Defense Logistics Management Standards Office (DLMSO) on behalf of the Office of the Secretary of Defense (OSD), per references (a) through (f). Per references (c) through (k), the DODAAD is the single authoritative data source for all DOD components application systems data requirements.

b. DODAAC. The Department of Defense Activity Address Code (DODAAC) is a six-position alphanumeric designator that uniquely identifies each command/activity within the Department that requisitions, marks, ships, and/or receives materials; funds/pays bills; and accounts for DOD-owned supplies and equipment. These codes, addresses, and other pertinent data are maintained in the DODAAD.

(1) Criticality. Each DODAAC is comprised of 107 data fields and, while some are more familiar than others, all of these data fields are critical to enabling Marine Corps business processes. These business processes begin with requisitioning and contracting of equipment, materials, and services and extend through tracking and acceptance to providing that procurement data to financial and supply accountability systems. It is imperative to the Marine Corps' ability to remain a good steward of taxpayer dollars that commanding officers ensure accurate and complete data is provided and maintained for all 107 fields in each of their respective DODAACs. Enclosure (2) provides a full listing of these 107 data fields.

(2) Designator. The first position indicates the particular Service/agency, with an alpha character in the first position indicating a DOD Service/agency ("M" for Marine Corps commands and activities) and a numeric character in the first position indicating a non-DOD agency. Commercial activities may also be identified with unique DODAACs assigned by each of the Services ("L" for contractors supporting the Marine Corps). The remaining five positions are assigned by the Services' respective Central Service Points (CSPs).

(3) Addresses. There may be up to four distinct addresses for each DODAAC contained in the DODAAD, with each address being distinguished by a Type of Address Code (TAC). TACs for a DODAAC contain specific information relative to the owner of that DODAAC and are defined as follows:

(a) TAC 1. Referred to as "Owner" information; identifies the mailing address of the command/activity, and contains mandatory POC information (i.e., name, telephone number, e-mail address, etc.).

(b) TAC 2. Referred to as "Ship-To" information; identifies the ship-to or freight address for the command/activity. If no ship-to information is entered, the TAC 1 address is used.

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(c) TAC 3. Referred to as "Bill-To" information; identifies the billing address or the command/activity responsible for payment of bills. If no bill-to information is entered, the TAC 1 address is used.

(d) TAC 4. Referred to as "Commercial Small Parcel Shipping" information; identifies the commercial shipping address (e.g., address used by the United States Postal Service (USPS), United Parcel Services (UPS), Federal Express (FedEx), etc.) used to support the command/activity. If no commercial shipping information is entered, the TAC 2 address is used. If TAC 2 address does not exist, the TAC 1 address is used.

(e) Classified Addresses. Classified addresses have distinct open issues for which the guidance published in reference (c) applies.

(4) Authority Codes

(a) Per reference (j), DLMSO, on behalf of OSD, revised the Defense Logistics Management System (DLMS), the Military Standard Requisitioning and Issue Procedures (MILSTRIP), and the Military Standard Billing System (MILSBILLS). The revision established authority codes that limited or restricted the ability of any given command/activity (on a by-DODAAC basis) to requisition, ship, and bill. These authority codes are applied to DODAACs of all Service components.

(b) Authority codes also provide DLA TS with the ability to identify the source of supply rejection – under DLMS, MILSTRIP, and MILSBILLS – of requisitions or bills, as appropriate.

(c) Commands with full Requisition Authority have an authority code of "00" (Requisition; No Restriction) assigned to their DODAAC in the DODAAD. When authority codes were initially implemented, all DODAACs were defaulted to authority code "00" (Full Authority) by DLA TS, unless a more restrictive code was previously identified by the Service/agency to DLA TS for specific DODAACs.

(d) Following validation of all Marine Corps DODAACs, as outlined in paragraph 3 of this Bulletin, the CSP will update authority codes for all existing Marine Corps DODAACs and will assign the appropriate authority codes based on guidance contained in this Bulletin and per references (c), (e), and (j). Authority Codes are summarized on page 5 of enclosure (2).

c. Full (Requisition) Authority. Full Authority (referred to as Requisition Authority) is defined as a commanding officer's authority to create financial obligations, and to commit appropriated funds to meet those obligations. It is contingent upon the commanding officer having the requisite supply and/or contracting capabilities (e.g., personnel, procedures, systems, etc.) to manage the financial obligations, the funding commitments, and the actual materiel and/or services through respective lifecycles. As such, only those DODAACs having a commanding officer with the requisite authority and capabilities will be granted Requisition Authority in the DODAAD. The criteria for assigning Requisition Authority to a DODAAC are outlined in enclosure (1).

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(1) Conferring of Requisition Authority on Commanding Officers by the Commandant of the Marine Corps

(a) DOD policy, per references (a), (b), and (h), requires that responsibility, and therefore liability, for the obligation of appropriated funds must be traceable to an individual. The Commandant of the Marine Corps is responsible, under the provisions of U.S. Code Title 31, for the obligation of funds appropriated to the Marine Corps.

(b) The Commandant confers this Requisition Authority upon commanding officers above the company grade (i.e., battalion or squadron, equivalent and above) by virtue of their appointment to command, as defined by the Marine Corps Manual. This authority allows commanding officers to obligate appropriated funds for their respective commands/activities. Commanding officers are able to exercise Requisition Authority based on their parallel court-martial authority which allows them the ability to adjudicate matters relative to any loss, damage, or theft of government property and/or funds with which that commander is charged to safeguard.

(c) Because Requisition Authority is statutory under the provisions of U.S. Code Title 31, it cannot be delegated, in whole or in part within a command. Commanding officers are personally responsible for any act which causes an over-commitment, over-obligation, or over-expenditure of appropriated funds.

(2) Appointment of Individuals to Carry Out Commanding Officers' Requisition Authority. Because commanding officers cannot delegate Requisition Authority, they will appoint designated supply and/or contracting representative(s) to carry out command-level functions required by the investiture of that authority. This includes requisitioning of supplies; purchasing of materials, services, and labor; and creating orders for temporary additional duty. The commanding officer may also appoint individuals to physically account for materials and services acquired by the command with appropriated funds.

(3) Additional Requirements. Beyond designating individuals within their commands/activities to carry out command-level functions, commanding officers will, as necessary, appoint personnel to the positions outlined below. These personnel will be charged with ensuring execution of the commanding officer's Requisition Authority is in accordance with this Bulletin and the references contained herein.

(a) Funds Certifiers. Persons identified, in writing, as having the responsibility for approving requisitions and thus committing funds (e.g., supply officers, unit fiscal officers).

(b) Requisition Reviewers. Persons identified as having responsibility for reviewing all data entry for accuracy and ensuring a bona fide need exists for materials and/or services that are requisitioned/procured, resulting in commitment of funds (e.g., supply officers, unit responsible officers, maintenance commodity officers-in-charge).

(c) Requisitioners. Persons identified as having responsibility for creating and forwarding requisitions for approval (e.g., supply officers, responsible officers, commodity managers, work section heads).

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(4) Capabilities Required to Exercise Requisition Authority

(a) Requisition Authority is contingent upon a command/activity having a Table of Organization (T/O) mission statement directing that command/activity to submit and process fiscal and supply transactions and to manage the records inherent to the full lifecycle of the materials and/or services, i.e., from request to receipt to sub-custody to completion/issue/transfer/disposal.

(b) Commands charged with this mission must therefore possess the supply and/or contracting T/O structure necessary to perform these functions. A supply or contracting officer (to include civilian equivalent), with appropriate supporting staff, is authorized to submit requisitions and obligate appropriated funds on behalf of his or her commanding officer, unless stated otherwise in that command's MCBul 5400 or mission statement.

(5) Requisitional Authority. This term is often incorrectly interchanged with "Requisition Authority". Requisitional Authority refers to a type of funding applied by supply activities at the MEF-and-below level to induct requisitions into the Marine Corps supply system. It enabled leveraged buying of supply system items at the intermediate level of supply (See reference (1), Part III, Sect 7).

(a) To accomplish leveraged buying, two types of funds were established: Planning Estimate (PE) and Requisitional Authority (RA). PE dollars represented actual Operations & Maintenance (O&M) appropriations provided to a major command.

(b) That major command's comptroller then passed a portion of PE dollars to their supporting Supply Management Unit (SMU) to make purchases from Marine Corps- and DOD-supported inventories. The comptroller simultaneously provided a portion of each command's/activity's budget as RA dollars, with the total RA dollar amount passed to all units equaling the PE dollar amount passed to the SMU.

(c) This enabled individual units to submit requisitions in SASSY that would create RA obligations against the SMU's PE funds. The SMU then captured and aggregated those unit requisitions, bought and stored in bulk, and filled unit requisitions from that bulk inventory.

d. Business Partner Number (BPN)

(1) Reference (o) implemented the BPN to identify federal agencies and DOD activities with requisition authority that enter into agreements with one another for the purpose of acquiring materials and services. Activities must identify themselves with a unique BPN on all intra-governmental transactions.

(2) All BPNs for DOD activities are listed in the Federal Registry (FedReg) System, with each BPN containing the six-character DODAAC unique to its activity. As such, accurate DODAAC assignment and management is critical as FedReg pulls information automatically from the DODAAD.

(3) HQMC P&R Accounting & Financial Systems Branch (RFA) is the Marine Corps Agency Registration Official (ARO). The ARO oversees intra-governmental transactions involving, and information inducted into the FedReg System from, Marine Corps commands/activities.

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e. Roles, Responsibilities, and Assignment. Management of the DODAAD is a concerted effort between DLA TS and all Services and agencies that are registered within the DODAAD. Each Service and agency is required to maintain their portion of the DODAAD accurately on an as-occurring basis and to ensure compliance with standard DODAAD procedures. This DODAAD management requirement is the inherent responsibility of each Service and its CSP, its major commands, and its individual units/activities.

(1) Defense Logistics Management Standards Office (DLMSO). DLMSO serves as the DOD Executive Agent for logistics information exchange and serves as a DOD Enterprise Service Provider supporting the OSD Supply Chain Integration Office, the OSD Defense Procurement and Acquisition Policy Office, and the OSD Comptroller office. DLMSO is responsible for administering DOD policy regarding the management of logistics transactions supported by both the Defense Logistics Standard Systems (DLSS) and the Defense Logistics Management System (DLMS). They are also responsible for establishing DODAAD policy through the DODAAD Process Review Committee (PRC).

(2) Defense Logistics Agency Transaction Services (DLA TS). Per references (a) through (k), DLA TS is the official repository for DODAACs and Routing Identifier Codes (RICs) and is responsible for maintaining DODAACs in the DODAAC and for editing, routing, and transmitting electronic logistics transactions to the military Services, federal and civil agencies, and contractors.

(3) Defense Finance and Accounting Service (DFAS). DFAS is responsible for validating billing information for DODAAC accounts billed through their service centers when that information is changed in an existing DODAAC or introduced in a new DODAAC. Per reference (i), DFAS also serves as the Department of the Navy (DoN) Comptroller's executive agent for the assignment of DoN financial Unit Identification Codes (UICs). DFAS maintains the DoN UIC table for all Navy and Marine Corps financial management operations.

(4) Headquarters, U.S. Marine Corps. The DODAAD facilitates both logistics and financial business processes within the Marine Corps. As such, policy for management of the DODAAD is formulated by two Departments within HQMC, the Installations and Logistics (I&L) Department and the Programs and Resources (P&R) Department.

(a) The Deputy Commandant for Installations and Logistics (DC I&L). DC I&L is responsible to the Commandant of the Marine Corps for establishing logistics policy. DC I&L exercises authority for all issues pertaining to logistics, strategic mobility, purchasing & contracting, facilities, and installations. Though developed collaboratively across all functional DODAAD stakeholders, the policy for managing the Marine Corps' portion of the DODAAD is published on behalf of HQMC by DC I&L.

1. Logistics Plans, Policy, and Strategic Mobility Division (LP). LP, and more specifically the Logistics Policy and Capabilities Branch (LPC) serves as the principal Marine Corps representative to the Office of the Secretary of Defense (OSD) DODAAD PRC and provides policy guidance to the Marine Corps on DODAAD Management. LPC is responsible for the management of the Marine Corps portion of the DODAAD, to include:

a. Validating existing DODAAC authority codes.

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b. Reviewing and approving all requests for changes to existing DODAACs.

2. Contracts Division (LB). LB is responsible for Marine Corps policy guidance on contracting and is also responsible for approving procurement authority relative to Marine Corps DODAACs.

(b) The Deputy Commandant for Programs and Resources (DC P&R)

1. DC P&R is responsible to the Commandant of the Marine Corps for developing and defending the Marine Corps financial requirements, policies, and programs. The P&R Department formulates the principles and policies that enable effective control and oversight of all Marine Corps financial operations to include budget execution, reporting on Marine Corps appropriations, and audit and review functions. DC P&R is the functional advocate for financial management systems (e.g., SABRS) and as such, provides financial management policy input to DC I&L in support of logistics policy.

2. Accounting and Financial Systems Branch (RFA). RFA is responsible for ensuring units and activities are loaded to the Standard Accounting, Budgeting, and Reporting System (SABRS) and for validating requisition and billing authority codes (discussed in paragraph 2.b.(4)) relative to Marine Corps DODAACs and Business Partner Numbers (BPN) (discussed in paragraph 2.d.), per references (o), (r), and (s).

(5) DODAAD Central Service Point (CSP). Per references (c) and (f), each Service has a CSP which is responsible for ensuring the accuracy and currency of the DODAACs assigned to that Service. The CSP for the Marine Corps is the Marine Corps Logistics Command (MARCORLOGCOM). The CSP serves as one of the Marine Corps representative on the OSD DODAAD PRC. As both the Marine Corps executive agent for DODAAD Management and the CSP, MARCORLOGCOM is responsible for:

(a) Working with HQMC to establish procedures and processes for managing Marine Corps DODAACs.

(b) Monitoring and approving new assignment, change, or termination of DODAAC and address data as outlined in this policy and as prescribed by reference (c).

(c) Working with MAJCOM DODAAC Monitors to validate and process changes to DODAACs.

(d) Controlling the transmission of the DODAAC maintenance data to DLA TS.

(e) Editing DODAAC updates before they are processed into the DLA TS Web DODAAD system.

(6) Major Command (MAJCOM) DODAAC Monitors. For the purposes of DODAAD management, the term "MAJCOM" has a dual meaning: the codes themselves and the offices those codes represent. Per reference (c), every DODAAC has a two-digit MAJCOM Code. This code designates the MAJCOM to which the unit possessing that DODAAC belongs. There are currently 36 MAJCOMs in the Marine Corps, each with a unique MAJCOM Code (see page 6 of enclosure (2)). By this structure, DODAAD hierarchy is established within the Marine Corps.

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(a) Each MAJCOM will appoint a Primary and an Alternate MAJCOM DODAAC Monitor through whom all requests are routed. Any changes in Point of Contact (POC) information, office symbol, and/or telephone number should be forwarded on an as-occurring basis to HQMC, via the Marine Corps CSP. In the event both MAJCOM DODAAC Monitors are unavailable for an extended period, the command will either appoint a new Primary MAJCOM DODAAC Monitor or contact the CSP for assistance.

(b) Each MAJCOM DODAAC Monitor in the Marine Corps is responsible for managing the DODAACs belonging to his or her command and, therefore, assigned in the DODAAD hierarchy to his or her MAJCOM code.

(c) The MAJCOM DODAAC Monitor receives, reviews, and approves/disapproves DODAAC requests (additions, changes, and deletions) initiated by a unit within his or her MAJCOM or by the MAJCOM itself. This function is also the focal point for annual validation of all DODAAC accounts within the command (except contractor accounts).

(7) Individual Commands and Activities. Every command and activity that has a DODAAC is responsible for ensuring the information contained in their DODAAC is maintained accurately in order to minimize disruption to logistics and financial systems that rely upon the accuracy of DODAAD data. All Marine Corps commands and activities will submit requests to update their DODAACs to the CSP via their MAJCOM DODAAC Monitor.

(8) Marine Corps Contracting Officers. Responsibility for contractor DODAAC management lies with the Administrative Contracting Officer (ACO), Procuring Contracting Officer (PCO), or Defense Contract Management Agency (DCMA) Office having administrative oversight of the contract for which the DODAAC was assigned. Sponsors of contractors who have Marine Corps DODAACs are responsible for the accuracy of the data contained in the contractor's DODAAC. All requests for contractor DODAACs shall be forwarded to the CSP via the MAJCOM DODAAC Monitor for Marine Corps contractor DODAACs. Specifically, Contracting Officers having administrative oversight of the contract for which DODAACs must be or are assigned are responsible for:

(a) Submitting new DODAAC requests for contractors.

(b) Initiating contractor DODAAC change requests to include extensions of contract expiration dates.

(c) Initiating requests to delete contractor DODAACs upon contract completion/expiration/termination.

e. Current Situation

(1) HQMC I&L, HQMC P&R, and MARCORLOGCOM have conducted an analysis of the Marine Corps portion of the DODAAD and have identified numerous DODAAC inaccuracies. Many Marine Corps commands/activities are erroneously identified within the DODAAD as having Requisition Authority and other units that have been deactivated or redesignated show active records.

(2) These inaccuracies, combined with outdated Marine Corps DODAAD policy and management practices, have impeded the Marine Corps' ability to achieve a "clean audit". Achieving a clean audit means tracking and accepting contracted equipment, materials, and services and providing that

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contract data to financial and supply accountability systems. This assures sound financial management (to include prompt payment), facilitates accountability of equipment and materials received into the Marine Corps inventory, and gives Congress and the taxpayers confidence that the Marine Corps is a good steward of their dollars. Undermining this confidence is the long-standing problem, identified in reference (p), of interest penalty charges resulting from late payments to commercial vendors.

(3) To address this problem, the Marine Corps is implementing the DOD-mandated application called Wide Area Work Flow - Receipt and Acceptance (WAWF-RA). WAWF provides the benefit of performing web-based acceptance of contracted equipment, materials, and services, via secure and auditable transactions, and automatically transmitting that contracting data to financial and supply accountability systems. This process, however, revolves around accurate DODAAC information being maintained in the DODAAD.

(4) Further resolution now requires the Marine Corps to purge its portion of the DODAAD of errors, update the data contained within those DODAACs that remain valid, and publish new policy on both DODAAD management and use of DODAACs within our logistics and financial systems of record.

3. Action. Within 60 days from the publication of this policy, all Marine Corps commands and activities will coordinate with their respective MAJCOM DODAAC Monitor, Supply Management Unit (SMU), Distribution Management Office (DMO)/Transportation Management Office (TMO), Postal Officer, and Comptroller to validate that their applicable DODAACs are accurately represented within the DODAAD. Marine Corps commands and activities not supported by a SMU shall coordinate with their respective MAJCOM DODAAC Monitor and the CSP.

a. Commander's Intent. It is the intent of DC I&L and DC P&R to assure sound financial management practices, facilitate accountability of equipment and materials received into the Marine Corps inventory, and instill confidence in both Congress and the taxpayers that the Marine Corps is an effective steward of the resources entrusted to us. As a step toward achieving these effects, all Marine Corps commands and activities will ensure DODAACs contained in the Marine Corps portion of the DODAAD are thoroughly reviewed and the information accurately registered.

b. Concept of Operations

(1) Within 60 days from the publication of this Bulletin, all Marine Corps commands and activities (to include HQMC Departments and Agencies as well as contractors with current/active contracts in support of the Marine Corps) will review and validate data contained in their respective Marine Corps DODAACs to ensure that data is accurately registered within the DODAAD.

(2) Marine Corps commands, activities, and contractors will coordinate review and validation with their respective MAJCOM DODAAC Monitor as well as their respective G-1/S-1, G-4/S-4, Supply Section, DMO/TMO, Postal Officer, and Comptroller to ensure that proper authority codes have been assigned, all TAC information is current, and all other data fields within their DODAACs have the requisite, updated information entered. Of the 107 data fields that comprise a DODAAC, those outlined in enclosure (2), at a minimum, will be validated. Commanding Officers will pay particular attention to the assignment of DODAACs with Requisition Authority (authority code "00" (Requisition; No Restriction)) to ensure DODAACs assigned this authority code meet the criteria defined in paragraph 2.c. and in enclosure

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(1) of this Bulletin. Upon validation, respective MAJCOM DODAAC Monitors will aggregate responses from their respective commands and activities and forward completed reports to the Marine Corps DODAAD CSP.

(3) Also within the 60 days from the publication of this Bulletin, HQMC will validate units whose DODAACs have authority code "00" to ensure they meet the criteria defined in paragraph 2.c. and in enclosure (1). Those with "00" that do not meet the criteria will have their authority codes reset to "05" (Non-Requisition). Authority codes for Marine Corps DODAACs in the DODAAD will be reset in accordance with the data contained in Table 208 of the Standard Accounting, Budget and Reporting System (SABRS).

(4) After 60 days, those units who have not validated the Requisition Authority and other data fields for their respective DODAACs will have their authority codes reset to "05" (Non-Requisition). Units whose authority codes are reset to "05" will submit requests for supplies and services to their supporting command.

(5) Units with a valid requirement to have Requisition Authority but who do not meet the established criteria shall submit their mission and structure requirements to the Deputy Commandant for Combat Development and Integration (DC CD&I) via their chain of command, in accordance with references (t) and (u). Requests for the establishment, change, or deletion of a DODAAC or Routing Identifier Code (RIC) will be forwarded, via Naval message, to the Marine Corps DODAAD CSP (see paragraph 2.e.(5)).

c. Tasks

(1) Deputy Commandant for Installations and Logistics (DC I&L)

(a) Provide, as necessary, oversight and guidance to all commands and activities during the execution of this DODAAC reset.

(b) Collect, analyze, consolidate, and submit validation data to the CSP.

(c) Validate, with HQMC P&R, DODAACs listed in the SABRS 208 Table that have authority code "00" against Marine Corps Tables of Organization; remove all DODAACs whose T/O does not provide the capabilities required to exercise requisition authority.

(d) Provide MARCORLOGCOM the validated SABRS 208 Table data to reset authority codes.

(e) Review, in coordination with DLA and GSA, all DODAACs currently registered with DOD-sponsored offline requisitioning systems/web-portals; remove all DODAACs that do not have Requisition Authority.

(f) Verify compliance with this Bulletin via Field Supply and Maintenance Analysis Office (FSMAO) Teams.

(g) Ensure the information contained in this Bulletin is incorporated into the revisions of references (f) and (n).

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(2) Deputy Commandant for Programs and Resources (DC P&R)

(a) Provide, per reference (q), HQMC I&L LPC with the current list of DODAACs published in the SABRS Table 208 to update the DODAAD.

(b) Review, after 90 days from the publication of this Bulletin, all BPNs and associated DODAACs to ensure proper entries have been loaded to the FedReg System, per reference (s).

(c) Create and assign AROs to each major command and activity and to each BPN based on the SABRS DODAAC hierarchy.

(d) Update SABRS records accordingly.

(e) Notify DC I&L (LPC) via naval message when above actions have been completed.

(3) Deputy Commandant for Combat Development and Integration (DC CD&I)

(a) Coordinate with MARCORLOGCOM to reconcile the DODAAC Table within the Total Force Structure Management System (TFSMS) against the Marine Corps portion of the DODAAD.

(b) Notify DC I&L LPC via naval message when above action has been completed.

(4) Commanding General, Marine Corps Logistics Command (CG, MARCORLOGCOM). As the CSP for the Marine Corps:

(a) Coordinate, within 60 days from the publication of this Bulletin, with each major command and activity to validate DODAAC data and update the DODAAD accordingly.

(b) Reset, after 60 days from the publication of this Bulletin, DODAAC authority codes to "00" only for those units who have valid Requisition Authority in accordance with criteria established in this Bulletin; reset all other DODAACs to authority code "05".

(c) Reset, per reference (q), the authority codes for all Marine Corps DODAACs using the SABRS 208 Table list provided by HQMC I&L.

(d) Remove, after 60 days from the publication of this Bulletin, all "L" (Marine Corps Contractor) DODAACs from the DODAAD for which current Marine Corps contract information is not available.

(e) Reconcile the Marine Corps portion of the DODAAD against the SASSY In the Clear Address File (ICAF), the Stock Control System (SCS) Customer Index File (CIF), and the appropriate TFSMS tables holding DODAAC data.

(f) Reconcile the Marine Corps portion of the DODAAD against the WIR On-Line Process Handler (WOLPH) to ensure DODAACs registered in WOLPH are valid.

(g) Update all existing five-digit ZIP codes to nine digits.

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(h) Ensure MARCORLOGCOM contractors with DODAACs listed in the DODAAD have current/active Marine Corps contracts and that requisite contract information is reflected in their respective DODAACs.

(i) Ensure authority codes assigned to contractors align to contractual requirements of the Marine Corps programs being supported.

(j) Notify DC I&L LPC via naval message when above actions have been completed.

(k) Forward recommended DODAAD functionality or publication changes to DLMSO (Attn: DODAAD System Administrator) via HQMC I&L LPC.

(l) Notify DLA TS (via HQMC I&L LPC) of any change to CSP POC information.

(m) Monitor the Marine Corps portion of the DODAAD and update it in accordance with references (c) and (f); ensure all Marine Corps DODAAC data is current and accurate.

(n) Establish and assign DODAACs as necessary.

(5) Commander, Marine Corps Systems Command (COMMARCORSYSCOM)

(a) Reconcile Marine Corps DODAACs contained in WAWF-RA against the DODAAD and strip any Marine Corps DODAACs in WAWF not loaded to the DODAAD.

(b) Ensure MARCORSYSCOM contractors with DODAACs listed in the DODAAD have current/active Marine Corps contracts and that requisite contract information is reflected in their respective DODAACs.

(c) Coordinate with MARCORLOGCOM to ensure that DODAACs and RICS for commercial repair facilities contracted by the Marine Corps are properly identified, assigned, and/or reconciled.

(d) Ensure authority codes assigned to contractors align to contractual requirements of the Marine Corps programs being supported.

(e) Notify DC I&L LPC via naval message when above actions have been completed.

(f) Ensure that Marine Corps contractor DODAACs and RICS are periodically updated and remain current.

(g) Ensure that Marine Corps DODAACs contained in WAWF-RA are periodically reconciled against the DODAAD.

(6) All Marine Corps Commands and Activities (to include HQMC Departments and Agencies as well as Marine Corps Contractors)

(a) Review and validate, no later than 60 days from the publication of this Bulletin, respective command/activity DODAACs as outlined in paragraph 3.b. Concept of Operations.

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(b) Report, no later than 60 days from the publication of this Bulletin, results of respective command/activity DODAAC review and validation to the Marine Corps DODAAD CSP via respective MAJCOM DODAAC Monitors.

(c) For MAJCOMs listed on page 6 of enclosure (2) only: Identify, no later than 30 days from the publication of this Bulletin, Primary and Alternate MAJCOM DODAAC Monitors to HQMC I&L LPC.

(d) Submit requests for supplies and services to supporting commands if your unit's authority code is reset to "05" (Non-Requisition).

(e) Submit mission and structure requirements to HQMC CD&I, via chain of command, in accordance with references (t) and (u), if your unit has a valid requirement to possess Requisition Authority (i.e., authority code "00" (Requisition; No Restriction)) but does not currently meet the criteria established in this Bulletin.

(f) Ensure that all contractors under a command's/activity's authority with DODAACs listed in the DODAAD have current/active Marine Corps contracts and that requisite contract information is reflected in the respective DODAACs.

(g) Ensure authority codes assigned to contractors align to contractual requirements of the Marine Corps programs being supported.

(h) Assign an ARO within each command and activity having authority code "00"; once assigned, unit AROs will maintain unit BPN information with their respective major command/activity AROs.

(i) Ensure commanding officers of each command and activity having authority code "00" appoint appropriate individuals to carry out commanding officers' Requisition Authority, in accordance with paragraph 2.c.(2) through 2.c.(4) of this Bulletin.

(j) Forward requests, as required via Naval message, to establish, change, or delete DODAACs or Routing Identifier Codes (RICs) to the Marine Corps DODAAD CSP (see paragraph 2.e.(5)).

(k) Establish internal management controls to ensure compliance with this Bulletin.

d. Administration

(1) For a complete listing of DODAAC data fields, the DODAAD Master File Layout/Data Dictionary is available at the Defense Logistics Management Standards Office (DLMSO) website at:

<https://www.dla.mil/j-6/dlmsso/programs/committees/DODAAD/default.asp>

(2) Marine Corps commands and activities may request assistance from their local FSMAO concerning guidance published in this Bulletin.

(3) The CSP for the Marine Corps may be contacted at:

Commanding General, Marine Corps Logistics Command
Distribution Management Center (Code P80)
814 Radford Blvd STE 20250

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Albany GA 31704-0321
Commercial: 229-639-7432
DSN: 567-7432
Email: usmcdodaaccsp@usmc.mil

(4) Recommendations concerning the contents of this policy are invited and should be submitted to the Commandant of the Marine Corps (Code LPC-2) via the appropriate chain of command.

(5) All developers, owners, and users of Department of Defense and Marine Corps information systems have the responsibility to establish and implement adequate operation and information technology controls including records management requirements to ensure the proper maintenance and use of records, regardless of format or medium, to promote accessibility and authorized retention per the approved records schedule and references (v) and (w).

4. Reserve Applicability. This Bulletin is applicable to the Marine Corps Total Force.

5. Cancellation Contingency. This Bulletin will be void one year after the date signed or when it is incorporated into reference (f), whichever occurs first.



F. PANTER
Deputy Commandant,
Installations and Logistics

DISTRIBUTION: PCN 10205411000

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Criteria for Assigning Requisition Authority to Marine Corps DODAACs

1. The commanding officer of the command/activity must be officially appointed to command via orders issued by CMC.
2. The commanding officer of the command/activity must be charged with exercising Title 10 responsibilities relative to accountability of government equipment and funds.
3. The commanding officer of the command/activity must possess a level of judicial authority sufficient to adjudicate matters relative to any loss, damage, or theft of government property and/or funds with which that person is charged to safeguard (i.e., field grade or above).
4. The command/activity must be authorized, per its mission statement in an authorized T/O, to requisition supplies, equipment, materiel, and/or services in support of that mission.
5. The command/activity must be authorized, per its mission statement in an authorized T/O, a financial management capability (resources and allocated funds) that enable requisitioning of supplies, equipment, materiel, and/or services in support of that mission.
6. The command/activity must be authorized, per its mission statement in an authorized T/O, to possess supply accountability capability (personnel and resources) to account for and track supplies, equipment, materiel, and/or services through respective lifecycles from initial request to transfer/disposal/completion) of requisitioned/contracted items/services.

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Marine Corps DODAAC Request

USMC DODAAC REQUEST <i>(Read Additional Instructions, Authority Codes, and Major Command Codes before completing form.)</i>			
To request changes to the Department of Defense Activity Address Directory (DODAAD), complete this form and forward to the U.S. Marine Corps DODAAD Central Service Point (CSP) -- via the appropriate MAJCOM DoDAAC Monitor(s) -- along with a copy of the MCBul 5400 (as applicable). Approved requests should be sent to: usmcdodaaccsp@usmc.mil Note: All fields are mandatory.			
SECTION I - TYPE OF REQUEST <i>(Check one.)</i>			
<input type="checkbox"/>	A. NEW DoDAAC	<i>(Enter DODAAC requested (from MCBul 5400 as applicable).)</i>	
<input type="checkbox"/>	B. UPDATE/CHANGE	<i>(Enter DODAAC being updated/changed.)</i>	
<input type="checkbox"/>	C. DELETE	<i>(Enter DODAAC being deleted.)</i>	
<input type="checkbox"/>	D. UNIT ROTATION <i>(A separate DODAAC Request must be filled out for each unit affected by the rotation and forwarded together to the CSP.)</i> <i>(Enter DODAACs and MAJCOM(s) affected.)</i>	<input type="checkbox"/>	PRIMARY DODAAC MAJCOM
<input type="checkbox"/>		<input type="checkbox"/>	SECONDARY DODAAC MAJCOM
<input type="checkbox"/>		<input type="checkbox"/>	TERTIARY DODAAC <i>(if applicable)</i> MAJCOM
<input type="checkbox"/>	E. ROUTING IDENTIFICATION CODE (RIC)		
1. REASON FOR THE REQUEST: <i>(Provide a brief description why this request is being submitted. If new DODAAC, ensure reason justifies authority code requested.)</i>			
2. AUTHORITY CODE: <i>(Enter requested Authority Code from table.)</i>		2.A. COMMANDING OFFICER: <i>(Enter rank/full name if requesting full authority.)</i>	
B. SUPPLY OFFICER: <i>(Enter rank/full name if requesting full authority.)</i>		3. POINT OF CONTACT INFORMATION: <i>(Enter POC of person primarily associated with this DODAAC.)</i>	
3.B. POC NAME: <i>(Last, First, Middle Initial) - (For Contractor DODAACs, enter POC of Government representative.)</i>		3.A. RANK/TITLE:	
3.C. POC PHONE NUMBER: <i>(Commercial and/or DSN)</i>		3.D. POC E-MAIL:	
SECTION II - CONTRACTOR INFORMATION <i>(Enter the following information if DODAAC is for a USMC Contractor.)</i>			
4. CONTRACT NUMBER:		5. CONTRACT EXPIRATION DATE:	
6. CAGE CODE:			
7. CONTRACT SPONSOR: <i>(Enter name of Government POC sponsoring this contract -- same as POC above.)</i>			
8. CONTRACT ADMINISTRATION OFFICE: <i>(Enter CAO for this contract.)</i>			
SECTION III - ADDRESS INFORMATION			
9. TAC 1 INFORMATION			
A. LINE 1: <i>(Enter first line of unit's official mailing address; normally unit/activity commander's title.)</i>			
B. LINE 2: <i>(Enter second line of unit's official mailing address; normally name of the unit/activity.)</i>			
C. LINE 3: <i>(Enter third line of unit's official mailing address; normally the street address or post office box of the unit/activity.)</i>			
D. LINE 4: <i>(Enter fourth line of unit's official mailing address; normally the city, state, and ZIP code of the unit/activity.)</i>			
E. ISO COUNTRY CODE: <i>(Enter 2-digit ISO code.)</i>		F. ISO COUNTRY CODE: <i>(Enter 3-digit ISO code.)</i>	
G. INTERNATIONAL POSTAL CODE:			
H. EFFECTIVE DATE: <i>(Enter the effective date that this address is to take effect --)</i>		I. DELETE DATE: <i>(Enter termination date for use of TAC1 -- from MCBul 5400, contract,</i>	
J. BREAK BULK POINT: <i>(Enter DODAAC of</i>		K. MILSTRIP COUNTRY CODE:	
L. FOREIGN MILITARY SALES (FMS) COUNTRY CODE:			
NAVMC 11718 (01-11)(EF)			
PREVIOUS EDITION IS OBSOLETE			

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10. TAC 2 INFORMATION			
A. LINE 1: (Enter first line of the unit's official shipping address; normally the supporting DMO/TMO.)			
B. LINE 2: (Enter second line of unit's official shipping address; normally the building number of the DMO/TMO.)			
C. LINE 3: (Enter third line of unit's official shipping address; normally the street address or post office box of the DMO/TMO.)			
D. LINE 4: (Enter fourth line of unit's official shipping address; normally the city, state, and ZIP code of the DMO/TMO.)			
E. ISO COUNTRY CODE: (Enter 2-digit ISO code.)		F. ISO COUNTRY CODE: (Enter 3-digit ISO code.)	
G. INTERNATIONAL POSTAL CODE:			
H. EFFECTIVE DATE: (Enter the effective date that this address is to take effect --		I. DELETE DATE: (Enter termination date for use of TAC2 -- from MCBul 5400, contract,	
J. BREAK BULK POINT: (Enter DODAAC of		K. MILSTRIP COUNTRY CODE:	L. FOREIGN MILITARY SALES (FMS) COUNTRY CODE:
M. AERIAL PORT OF DEBARKATION (APOD): (Enter the applicable APOD.)		N. WATER PORT OF DEBARKATION (WPOD): (Enter the applicable WPOD.)	
11. TAC 3 INFORMATION (All USMC units use DFASC as their TAC 3 Billing Address. If a TAC3 other than DFASC is to be used for this DODAAC (i.e., contractor DODAACs, Non-Appropriate Fund DODAACs, etc.), enter that address here.			
A. LINE 1: (Enter first line of unit's official billing address.)			
B. LINE 2: (Enter second line of unit's billing mailing address.)			
C. LINE 3: (Enter third line of unit's official billing address; normally the street address or post office box of the unit/activity.)			
D. LINE 4: (Enter fourth line of unit's official billing address; normally the city, state, and ZIP code of the unit/activity.)			
E. ISO COUNTRY CODE: (Enter 2-digit ISO code.)		F. ISO COUNTRY CODE: (Enter 3-digit ISO code.)	
G. INTERNATIONAL POSTAL CODE:			
H. EFFECTIVE DATE: (Enter the effective date that this address is to take effect --		I. DELETE DATE: (Enter termination date for use of TAC3 -- from MCBul 5400, contract,	
J. MILSTRIP COUNTRY CODE:		K. FOREIGN MILITARY SALES (FMS) COUNTRY CODE:	
12. TAC 4 INFORMATION (Enter address information used for the delivery of small parcel carriers -- used only when the TAC2 address is not sufficient for delivery.)			
A. LINE 1: (Enter first line of unit's official mailing address; normally unit/activity commander's title.)			
B. LINE 2: (Enter second line of unit's official mailing address; normally building number of unit/activity.)			
C. LINE 3: (Enter third line of unit's official mailing address; normally the street address or post office box of the unit/activity.)			
D. LINE 4: (Enter fourth line of unit's official mailing address; normally the city, state, and ZIP code of the unit/activity.)			
E. ISO COUNTRY CODE: (Enter 2-digit ISO code.)		F. ISO COUNTRY CODE: (Enter 3-digit ISO code.)	
G. INTERNATIONAL POSTAL CODE:			
H. EFFECTIVE DATE: (Enter the effective date that this address is to take effect --		I. DELETE DATE: (Enter termination date for use of TAC4 -- from MCBul 5400, contract,	
J. MILSTRIP COUNTRY CODE:		K. FOREIGN MILITARY SALES (FMS) COUNTRY CODE:	
SECTION IV - DODAAC INFORMATION			
13. UNIT IDENTIFICATION CODE (UIC): (Enter UIC from Total Force Structure Management System (TFSMS).)			
14. MAJOR COMMAND (MAJCOM) CODE: (Enter MAJCOM from table.)		15. COCOM:	16. CONSOLIDATION AND CONTAINERIZATION POINT (CCP):
17. PROCUREMENT FLAG: (Enter Y ONLY if authorized by HQMC LB to write contracts against this DoDAAC.)			
SECTION V - ROUTING INFORMATION (For Marine Corps Logistics Command Use Only)			
18. DATA PATTERN COMMRI:	19. PLAIN LANGUAGE COMMRI:	20. BILLING COMMRI:	21. ROUTING IDENTIFIER CODE(S) (RIC):
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PREVIOUS EDITION IS OBSOLETE			

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INSTRUCTIONS FOR COMPLETING DODAAC REQUEST FORM					
NO.	DODAAC FIELD		DEFINITION	SPONSOR/ACTION OFFICE	INSTRUCTIONS
	NAME	NUMBER OF CHARACTERS			
A - E	Type of Request	NA	New DoDAAC, Update to existing DoDAAC, Deletion of existing DoDAAC, Unit Rotation, or RIC.	Unit	Check the box that applies. If New DoDAAC, enter DODAAC being requested (if applicable). This would usually come from the MCBul 5400. If update/change/deletion, enter the DODAAC being affected. If Unit Rotation, enter all of the DODAACs and MAJCOMs being affected. Ensure a separate Request form is filled out for the other DODAACs, and site each as the primary DODAAC of that request. If a RIC, enter RIC being affected.
1	Reason	NA	Explanation as to why this DoDAAC is either being requested or updated. Provide purpose for which the DoDAAC will be used.	Unit	Enter full justification for which a DODAAC is being requested (i.e., requisitioning, shipping, free-issue, etc.)
2	Authority Code	2	Authority Code (see Authority Code table)	I&L LP	Enter code from table (attached). NOTE: 00 must be approved by HQMC LPC-2
2A	Commanding Officer	NA		Unit	Enter the rank/name of commanding officer of unit. This is required for units requesting Authority Code 00.
2B	Supply Officer	NA		Unit	Enter the rank/name of unit supply officer. Authority Code 00 requires the unit have a supply officer or warranted contracting officer.
3	POC	30	Point of Contact, identifies the POC that can provide information on the DODAAC	Unit	Enter complete name and rank/title of POC who will serve as contact for this DODAAC.
3A	Rank/Title	NA		Unit	Enter Rank / Title of point of contact for this DODAAC. If DODAAC is for a contractor, POC must be a government employee or military member.
3B	POC NAME	NA		Unit	Enter last, first, middle initial of POC for this DODAAC.
3C	PHONE	21	Telephone of POC	Unit	Enter commercial phone number of POC, and DSN if available.
3D	EMAIL	40	Email of POC	Unit	Enter mil e-mail address of POC.
4	CONTRACT_NO	17	Contract Number is filled in when the DODAAC belongs to a contractor with an active contract	Unit/Ctr Sponsor/Contractor	CONTRACTORS: Enter USMC Contract number of program being supported.
5	CONT_EXP_DTE	7	Contract Expiration Date (YYYYDDDD)	Unit/Ctr Sponsor/Contractor	CONTRACTORS: Enter contract expiration date of program being supported.
6	CAGE_CODE	5	Commercial and Government Entity Code, identifies the activity	Unit/Ctr Sponsor/Contractor	CONTRACTORS: Enter Cage Code
7	CONTRACT SPONSOR	9	Sponsor, identifies service that let the contract. For example, DAASC, DAPS, DQMA, DDC, etc.	Unit/Ctr Sponsor/Contractor	CONTRACTORS: Enter sponsoring command of contract being supported (i.e., MCSC, MCLC, etc.)
8	CONT_ADMIN_OFF	6	DODAAC code of Contract Administration Office	Unit/Ctr Sponsor/Contractor	CONTRACTORS: Enter DODAAC of Contract Administration Office.
9A	T1_ADDR1	35	The first line (normally name) of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DOD Logistics System	Postal	Enter first line of mailing address (normally Commanding Officer)
9B	T1_ADDR2	35	The second line (normally the street address) of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DOD Logistics System	Postal	Enter second line of mailing address (normally unit name)
9C	T1_ADDR3	35	The third line of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DOD Logistics System	Postal	Enter third line of mailing address (normally PO Box info)
9D	T1_ADDR4	35	The last line of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DOD Logistics System	Postal	Enter fourth line of mailing address (normally city/base, state, zip code)
9E	T1_CNTRY_2	2	This is a two character International Organization for Standardization (ISO) country code. The code is assigned by ISO and is the most widely accepted of the different country code standards maintained within the DoDAAD.	Postal	Enter
9F	T1_CNTRY_3	3	This is a three character International Organization for Standardization (ISO) country code. The code is assigned by ISO.	Postal	Enter
9G	T1_IPC_ZIP	10	International Postal Code. There are two postal code fields in the DoDAAC. The "zip" is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal	Enter as applicable
9H	T1_EFFDTE	7	Effective date Julian format (yyyyddd) the date upon which the address became effective	Unit	Enter from MCBul 5400 if applicable.
9I	T1_DELDTE	7	Delete date Julian format (yyyyddd) the date upon which the address was deleted after this date this address is no longer valid	Unit/Contractor	Enter contract expiration date if contractor DODAAC.
9J	T1_BBP	6	Break Bulk Point, the location that material is shipped to and broken into smaller shipment for onward movement. NOTE: the same file layout is used by both the DoDAAD and RIC. If the record is a RIC, the BBP holds the associated DoDAAC.	I&L LPD and DMO/TMO	Enter DODAAC of supporting DMO/TMO/DMC.
9K	T1_CNTRY_MLS	2	This is a two character Military Standard Requisition and Issue Procedures (MLSTRIP) country code. The codes is assigned by DoD and published in DoD 4000.25-1-M.	Unit Supply	Enter
9L	T1_CNTRY_FMS	2	This is a two character Foreign Military Sales (FMS) country code. The codes is assigned by DoD and published in DoD 4000.25-1-M.	Unit Supply	Enter

INSTRUCTIONS FOR COMPLETING DODAAC REQUEST FORM (continued)					
10A	T2_ADDR1	35	The first line (normally name) of the mailing address of the ship to activity	ISL LPD and DMO/TMO	Enter first line of the shipping address (i.e., TMO, MDC, etc.).
10B	T2_ADDR2	35	The second line (normally the street address) of the ship to activity	ISL LPD and DMO/TMO	Enter second line of shipping address (i.e., unit name)
10C	T2_ADDR3	35	The third line of the mailing address of the ship to activity	ISL LPD and DMO/TMO	Enter third line of shipping address (i.e., Bldg # of location of TMO, MDC, etc.)
10D	T2_ADDR4	35	The last line of the mailing address of the ship to activity	ISL LPD and DMO/TMO	Enter fourth line of shipping address (i.e., city/base, state, & ZIP)
10E	T2_CNTRY_2	2	This is a two character International Organization for Standardization (ISO) country code. The code is assigned by ISO and is the most widely accepted of the different country code standards maintained within the DoDAAC.	Postal	Enter
10F	T2_CNTRY_3	3	This is a three character International Organization for Standardization (ISO) country code. The code is assigned by ISO.	Postal	Enter
10G	T2_IPC_ZIP	10	International Postal Code. There are two postal code fields in the DoDAAC. The "zip" is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal	Enter
10H	T2_EFFDTE	7	Effective date Julian format (yyyymmdd) the date upon which the address became effective	Unit	Enter from MCBul 5400 if applicable.
10I	T2_DELDTE	7	Delete date Julian format (yyyymmdd) the date upon which the address was deleted after this date this address is no longer valid	Unit/Contractor	Enter contract expiration date if contractor DODAAC.
10J	T2_BBP	7	Break Bulk Point, the location that material is shipped to and broken into smaller shipment for on-ward movement. NOTE: Only one BBP is ever active at one time. If the TAC 2 is blank, the T1_BBP is the true BBP.	ISL LPD and DMO/TMO	Enter DODAAC of supporting DMO/TMO/MDC
10K	T2_CNTRY_MLS	2	This is a two character Military Standard Requisition and Issue Procedures (MLSTRIP) country code. The codes is assigned by DoD and published in DoD 4000.25-1-M.	Unit Supply	Enter
10L	T2_CNTRY_FMS	2	This is a two character Foreign Military Sales (FMS) country code. The codes is assigned by DoD and published in DoD 4000.25-1-M.	Unit Supply	Enter
10M	T2_APOD	3	Air Port of Debarkation. The code is defined in the Defense Transportation Regulation (DTR). DAASC downloads a table of APOD information from USTRANSCOM to load the drop-down values in the DoDAAC update application. A new copy of the APOD is downloaded every time the table is updated by USTRANSCOM.	ISL LPD and DMO/TMO	Enter as applicable
10N	T2_WPOD	3	Water Port of Debarkation. The code is defined in the Defense Transportation Regulation (DTR). DAASC downloads a table of WPOD information from USTRANSCOM to load the drop-down values in the DoDAAC update application. A new copy of the WPOD is downloaded every time the table is updated by USTRANSCOM.	ISL LPD and DMO/TMO	Enter as applicable
11A	T3_ADDR1	35	The first line (normally name) of the mailing address of activity that will make payment (bill to address)	F&R / Comptroller	Enter first line of billing information (normally "DFAS COLUMBUS" if for a Marine unit)
11B	T3_ADDR2	35	The second line (normally the street address) of activity that will make payment (bill to address)	F&R / Comptroller	Enter second line of billing information (ATTN KANSAS CITY)
11C	T3_ADDR3	35	The third line of the mailing address of activity that will make payment (bill to address)	F&R / Comptroller	Enter third line of billing information (PO BOX 359022)
11D	T3_ADDR4	35	The last line of the mailing address of activity that will make payment (bill to address)	F&R / Comptroller	Enter fourth line of billing information (COLUMBUS OH 43236-9022)
11E	T3_CNTRY_2	2	This is a two character International Organization for Standardization (ISO) country code. The code is assigned by ISO and is the most widely accepted of the different country code standards maintained within the DoDAAC.	Postal	Enter as applicable
11F	T3_CNTRY_3	3	This is a three character International Organization for Standardization (ISO) country code. The code is assigned by ISO.	Postal	Enter as applicable
11G	T3_IPC_ZIP	10	International Postal Code. There are two postal code fields in the DoDAAC. The "zip" is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal	Enter as applicable
11H	T3_EFFDTE	7	Effective date Julian format (yyyymmdd) the date upon which the address became effective	Unit	Enter from MCBul 5400 if applicable.
11I	T3_DELDTE	7	Delete date Julian format (yyyymmdd) the date upon which the address was deleted after this date this address is no longer valid	Unit/Contractor	Enter contract expiration date if contractor DODAAC.
11J	T3_CNTRY_MLS	2	This is a two character Military Standard Requisition and Issue Procedures (MLSTRIP) country code. The codes is assigned by DoD and published in DoD 4000.25-1-M.	F&R / Comptroller	Enter
11K	T3_CNTRY_FMS	2	This is a two character Foreign Military Sales (FMS) country code. The codes is assigned by DoD and published in DoD 4000.25-1-M.	F&R / Comptroller	Enter
12A	T4_ADDR1	35	The first line (normally name) of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery)	Postal / DMO / TMO	Enter first line of mailing address (normally Commanding Officer)
12B	T4_ADDR2	35	The second line (normally the street address) of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery)	Postal / DMO / TMO	Enter second line of mailing address (normally unit name)
12C	T4_ADDR3	35	The third line of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery)	Postal / DMO / TMO	Enter third line of mailing address (must be an actual location -- bldg no)
12D	T4_ADDR4	35	The last line of the mailing address used for delivery of small parcel carriers (used only when the T2 address is not sufficient for delivery)	Postal / DMO / TMO	Enter fourth line of mailing address (normally city/base, state, zip code)
12E	T4_CNTRY_2	2	This is a two character International Organization for Standardization (ISO) country code. The code is assigned by ISO and is the most widely accepted of the different country code standards maintained within the DoDAAC.	Postal / DMO / TMO	Enter
12F	T4_CNTRY_3	3	This is a three character International Organization for Standardization (ISO) country code. The code is assigned by ISO.	Postal / DMO / TMO	Enter
12G	T4_IPC_ZIP	10	International Postal Code. There are two postal code fields in the DoDAAC. The "zip" is used exclusively for United States Postal codes. The IPC_ZIP is used for all other countries. Postal code data for non-US countries can be obtained by contacting the country's post office directly.	Postal / DMO / TMO	Enter
12H	T4_EFFDTE	7	Effective date Julian format (yyyymmdd) the date upon which the address became effective	Postal / DMO / TMO	Enter from MCBul 5400 if applicable.
12I	T4_DELDTE	7	Delete date Julian format (yyyymmdd) the date upon which the address was deleted after this date this address is no longer valid	Unit/Contractor	Enter contract expiration date if contractor DODAAC.
12J	T4_CNTRY_MLS	2	This is a two character Military Standard Requisition and Issue Procedures (MLSTRIP) country code. The codes is assigned by DoD and published in DoD 4000.25-1-M.	Unit Supply	Enter
12K	T4_CNTRY_FMS	2	This is a two character Foreign Military Sales (FMS) country code. The codes is assigned by DoD and published in DoD 4000.25-1-M.	Unit Supply	Enter
13	UIC	6	Total Force Structure Management System UIC. Used for Readiness Reporting and Equipment Allowance information.	Unit/TFSMS	Enter the UIC from TFSMS.
14	MAJ_COMMAND	2	Major Command Code	ISL LP	Enter two-digit command code from Major Command Code table (attached)
15	COCOM	10	Combatant Command	PF&O	Enter COCOM of unit
16	CCP	3	Consolidation and Containerization Point. The code applies when supplies are to be shipped via surface freight. The code is defined in the Defense Transportation Regulation (DTR) and currently there are only two valid values for a CCP. 101 (East Coast Consolidation Point, address found in DoDAAC W2SN14) or 301 (West Coast Consolidation Point, address found in DoDAAC W62N2A).	ISL LPD and DMO/TMO	Enter CCP
17	PROCUREMENT	1	Procurement Authority Flag has been requested by the Acquisition Community to track which DoDAACs have been given procurement authority. Units without a procurement flag cannot write contracts against their DoDAAC.	ISL LB	If unit will be performing contracting actions, request for procurement authority must be obtained separately from HQMC DC ISL LB, and the warranted contracting officer identified in that request.
18	DP	7	Data Pattern Communication Routing Identifier (COMMR)	MCLC	Enter DP COMMR
19	PLAD	7	Plain Language Address (PLAD) COMMR	MCLC	Enter PLAD COMMR
20	BILL	7	Billing COMMR	MCLC	Enter Billing COMMR
21	RIC	3	Routing Identifier Code used to route transactions.	MCLC	Enter 3-character RIC(s) associated to this DODAAC.

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Marine Corps DODAAC Authority Codes

DODAAD AUTHORITY CODES					
CODE	DESCRIPTION	DEFINITION	REQUIRED	RESTRICTION	BUSINESS RULES
00	Requisition	Full authority. Authorized to initiate a requisition/purchase for goods and services. Authorized ship-to and bill-to.	POC, TAC 1		Business Rules: No restrictions
CRITERIA	Requisition authority is not the same as SASSY requisitional authority (RA). According to Title 31 of U.S. Code, liability and accountability for the obligation of apportionments (appropriated funds) must be traceable to an individual. The Commandant of the Marine Corps is responsible for the obligation of appropriated funds provided to the Marine Corps. The Commandant confers this requisition authority upon commanding officers above the company grade, as defined by the Marine Corps Manual, who may in turn delegate an appointee (e.g., supply officer) to carry out this function. Requisition authority is inherent to commands/activities with the Table of Organization (T/O) mission to submit and process/manage financial transactions to fill requirements, and to manage both the fiscal and supply responsibilities inherent to the full life cycle of the transactions and the goods/services procured by them (e.g., from creation of a request through to closing/retirement/disposal). Commands charged with this mission must also possess the T/O supply and fiscal structure necessary to perform all of these functions. A supply officer or civilian equivalent with appropriate supporting supply staff are authorized to submit requisitions on behalf of these commands to obligate appropriated funds, unless stated otherwise in the most current MCBul 5400 or mission statement. The following command-level tasks require requisition authority, as delegated by the commander: supply operations, purchasing, acquisition, creation of orders for temporary additional duty, and labor (to include time keeping), in accordance with MCO 4400.150. Commands with requisition authority are assigned an authority code of "00" for their DoDAAC in the DoDAAD. Requisition authority is defined as a DoDAAC activity whose commander has the authority to commit financial obligations of appropriated funds (e.g., commanding officers who have supply/contract officers).				
01	Ship-To Only	Can only be used as a ship-to address with no other implicit authority.	POC, TAC 1, (TAC 2 and/or TAC 4)		Business Rules: Not authorized to requisition or bill-to
CRITERIA	Being defined by HQMC; in the interim, this code applies to units authorized to receive mail and/or shipments only. Not authorized requisitioning or billing.				
02	Finance (Bill-to Only)	DoDAAC can only be used as a bill-to.	POC, TAC 1, TAC 3		Business Rules: Can not requisition, can not be used as a ship-to designation
CRITERIA	Being defined by HQMC; in the interim, this code applies to units authorized to pass funding and/or bill to DFASC only. Not authorized requisitioning.				
03	Do Not Ship to	Can not be used as a ship-to destination.	POC, TAC 1	TAC 2 and TAC 4 are not allowed	Business Rules: Can not be used as a ship-to designation
CRITERIA	Being defined by HQMC.				
04	DRMS Only	Defense Reutilization and Marketing Service (DRMS) (e.g., State agencies surplus). Used by DRMS to identify their customers.	POC, TAC 1		Business Rules: Can not requisition new material. Only authorized to obtain materials from DRMS (DoD excess only)
CRITERIA	Being defined by HQMC; in the interim, this code applies to units authorized to receive from/issue to DRMS only.				
05	Non-Requisition	Can not initiate a purchase or request for goods and services.	POC, TAC 1		Business Rules: Can not requisition/purchase any good/services.
CRITERIA	Being defined by HQMC.				
06	Free Issue	No cost option. This item is given away with no associated costs (e.g., DRMS, NGA Maps).	POC, TAC 1		Business Rules: Can not requisition/purchase any good/services. Similar to DRMS, but can request free of cost items (e.g., maps from National Geospatial-Intelligence Agency (NGA))
CRITERIA	Being defined by HQMC; in the interim, this code applies to units authorized to receive MAPS on a free issue from NGA.				
07	Administrative	Administrative only. This code is used for information/identification purposes only (e.g., Defense Courier Service (DCS), or contingency/emergency use).	POC, TAC 1		Business Rules: Can not requisition; can not be used as a ship-to designation, and can not be used for billing. Information/identification use only.
CRITERIA	Being defined by HQMC; in the interim, this code applies for DODAACs used for unit naming only (i.e., CG, 1ST MARDIV), and is not used for any business processes (i.e., requisitioning, mail, shipping, billing, etc.)				

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USMC DODAAC MAJOR COMMAND CODES (MAJCOM)		
MAJCOM CODE	DESCRIPTION	REMARKS
C1	HQMC	
C2	MCCDC	
C3	MCRC	
C4	TECOM	
C5	MCLC	
C6	MCSC	
H1	MARFORCOM	
M2	II MEF	
2G	2D MARDIV	UNASSIGNED; USE MEF MAJCOM
2A	2D MAW	UNASSIGNED; USE MEF MAJCOM
2L	2D MLG	UNASSIGNED; USE MEF MAJCOM
B1	MARBASESLANT	
H2	MARFORPAC	
M1	I MEF	
1G	1ST MARDIV	UNASSIGNED; USE MEF MAJCOM
1A	3D MAW	UNASSIGNED; USE MEF MAJCOM
1L	1ST MLG	UNASSIGNED; USE MEF MAJCOM
M3	III MEF	
3G	3D MARDIV	UNASSIGNED; USE MEF MAJCOM
3A	1ST MAW	UNASSIGNED; USE MEF MAJCOM
3L	3D MLG	UNASSIGNED; USE MEF MAJCOM
B2	MARBASESPAC	
B3	MCI WEST	
B4	MARBASES JAPAN (MCI WESTPAC)	
R1	MARFORRES	
4G	4TH MARDIV	UNASSIGNED; USE MEF MAJCOM
4A	4TH MAW	UNASSIGNED; USE MEF MAJCOM
4L	4TH MLG	UNASSIGNED; USE MEF MAJCOM
H3	MARSOC	
H4	MARFOREUR	
H5	MARFORAF	
H7	MARFORCENTCOM	
M7	VII MEF	
7G	GCE VII MEF	UNASSIGNED; USE MEF MAJCOM
7A	ACE VII MEF	UNASSIGNED; USE MEF MAJCOM
7L	LCE VII MEF	UNASSIGNED; USE MEF MAJCOM
XX	UNASSIGNED	